

THE MERIT SYSTEM

The Merit System is a system of rules and procedures contained in the California Education Code which governs Classified School Personnel. The Merit System statutes are similar to those establishing the Federal and State Civil Service Systems. Its fundamental purpose is to insure that employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

GOALS OF THE COMMISSION

- * Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- * Conduct job description reviews on a 3 year cycle to ensure meeting changing requirements of the jobs.
- * Develop new classes to meet changing needs of the District.
- * Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- * Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
- * Maintain communication with classified employees and the public by enhancing the Personnel Commission's web page.

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. in the District Office Board Room. Agendas are posted at the District Office, outside the Board Room and in each location, at least 72 hours preceding the next meeting and are distributed to Board Members and each school site for posting in a prominent location. Agendas are also posted on our District website. Agendas include the exact time, location, date and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Ocean View School District employees and members of the community are invited to attend.

The Commission office is located at District Office facilities. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The Commission posts and accepts applications for all current job opportunities with the District at www.EdJoin.org and maintains a District web-page address, www.ovsd.org.

WHAT WE DO

Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- ~ Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- ~ Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- ~ Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- ~ Recommends salaries to the governing board. (EC 45268)
- ~ Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- ~ Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- ~ Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.
- ~ Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- ~ Provides for training of its own staff. (EC 45255)

HOW TO REACH US:

OVSD Personnel Commission
17200 Pinehurst Lane
Huntington Beach, CA 92647

www.ovsd.org

Phone: 714-847-2551
Fax: 714-847-1430

Michelle Vellanoweth
Director
Ext. 1400

Michelle Eifert
Personnel Assistant
Ext. 1401

Ceylida Lopez
Personnel Analyst
Ext. 1404

Shristie Nair
Personnel Technician
Ext. 1403



2013-2014 PERSONNEL COMMISSION ANNUAL REPORT



Commissioner Allan Pogrud, Ed.D.
Chair
Board Appointee December 2008 - Present

Commissioner Daniel P. Gooch
Vice-Chair
Joint Appointee 1997 - Present

Commissioner Bob Ewing
Member
CSEA Appointee August 2003 - Present

Michelle Vellanoweth, Director
Classified Personnel

Michelle Eifert
Personnel Assistant

Ceylida Lopez
Personnel Analyst

Shristie Nair
Personnel Technician

OCEAN VIEW SCHOOL DISTRICT

Trustee John Ortiz, President
Trustee Tracy Pellman, Clerk
Trustee John Briscoe, Member
Trustee Gina Clayton-Tarvin, Member
Trustee Debbie Cotton, Member

Gustavo Balderas, District Superintendent

Classified Workforce Statistics

(as of 5/30/14)

88	Active (occupied) CSEA Classifications
2	Active Confidential Classifications
10	Active Management Classifications
571	Total Regular Classified Employees
197	Substitute /Temporary Employees

Recruitment and Testing Statistics

1589	Applicants
989	Examinees
167	Disqualified/fail
508	Eligibles
45	Exams (35 different classes)
380	No shows to exams
90	OVSD interview panel members
22	Panel members from other districts

Examinations During 2013-2014

Multiple exam components, including supplemental applications, written exams, performance exams and oral panel interviews, were administered in the following classifications:

Administrative Secretary
 Assistant Superintendent, Administrative Services
 Buyer
 Child Care Attendant (2)
 Community Liaison Bilingual Assistant – Arabic
 Computer Multimedia Technician
 Custodian
 Director, Food Services
 Food Distribution Worker
 Head Custodian (2)
 Human Resources Analyst
 Instructional Aide
 Instructional Aide Bilingual - Spanish
 Instructional Assistant – ABA (2)
 Instructional Assistant – Computer (2)
 Instructional Assistant – EL (2)
 Instructional Assistant - PE
 Instructional Assistant – Severely Disabled (3)
 Instructional Assistant – Special Education (2)
 Intermediate Clerk Typist
 Lead Behavior Intervention Assistant
 Maintenance and Operations Manager
 Personnel Technician
 Preschool Instructional Asst Bilingual Spanish (3)
 Public Information Assistant
 School Health Technician
 School Library Specialist
 School Office Clerk
 School Office Manager
 School Office Manager Bilingual Spanish
 Senior Purchasing Clerk

Exams Continued:

Speech and Language Aide (2)
 Translator Arabic
 Translator/Interpreter Spanish

ACCOMPLISHMENTS IN 2013-2014



Classification Actions

7 New Classifications Developed:

Benefits & Workers Comp Specialist
 Database Analyst
 Field Service Technician
 Groundskeeper I
 Lead Behavior Intervention Assistant
 Maintenance Plumber
 Painter

43 Job Description Reviews:

Accounting Technician
 Administrative Assistant
 Assistant Credential Technician
 Assistant Superintendent, Administrative Services
 Bus Driver Trainee
 Carpenter/Cabinetmaker
 Central Kitchen Coordinator
 Community Liaison Bilingual Assistant
 Computer Multimedia Technician
 Director, Food Services
 Executive Assistant
 Facilities Planner/Coordinator
 Financial Technician
 Flooring Repair Worker
 Grounds Equipment Operator
 Grounds Maintenance Worker
 Groundskeeper/Gardener
 Heating, Vent, & AC Mechanic
 Instructional Aide
 Instructional Assistant – ABA
 Instructional Assistant – Computer
 Instructional Assistant – EL
 Instructional Assistant – Interpreter (Deaf/HOH)
 Instructional Assistant – Special Education
 Instructional Assistant – Severely Disabled
 Library/Instructional Materials Technician
 Maintenance Electrician
 Maintenance Helper
 Maintenance Locksmith
 Maintenance Worker
 Network Systems Manager
 OVPP Associate Preschool Educator
 Personnel Analyst
 Personnel Technician
 Reprographics Technician
 School Health Technician
 School Library Specialist
 Senior Personnel Specialist – Credentials
 Skilled Maintenance Worker
 Speech & Language Aide
 Speech & Language Assistant
 Sprinkler Mechanic
 Translator/Interpreter

Annual Classified Awards

(May 19-23 Classified Employee Week)

9 Retirees were honored
 70 Service awards were presented

Classified Employee of the Year

Lisa Nowels, Instructional Assistant – EL
 Sun View Elementary School

5 Reclassification Actions:

Groundskeeper/Gardener to
 Groundskeeper II

Health & Welfare Technician to
 Benefits & Workers Comp Specialist

IT Support Specialist to
 Database Analyst

Maintenance Worker to
 Skilled Maintenance Worker

Skilled Maintenance Worker to
 Field Service Technician

Other Activities

4 Professional Growth Payments

2 Extensions to Eligibility List:

Bus Driver (2)

1 Continuous Testing Authorized:

Child Care Attendant

5 Classifications Deactivated:

Graphics Technician
 Instructional Resource Center Tech
 Intermediate Personnel Specialist
 Purchasing Clerk
 Staff Development Technician

